



*City of Huntington Beach*  
*City Clerk*  
*Adopted Budget – FY 2013/14*

City Clerk

ADMINISTRATION,  
PUBLIC SUPPORT &  
ELECTIONS

RECORDS MANAGEMENT

Assistant City Clerk  
Senior Deputy City Clerk

Senior Deputy City Clerk

The City Clerk's Office is committed to accurately recording and preserving the actions of the City Council, Public Financing Authority, Successor Agency, Housing Authority, and Oversight Board; providing information and support to the City Council, City staff, and the public in a timely, courteous, and fiscally responsible manner; and administering open and free elections in accordance with statutory requirements.

### Administration Division

Located on the second floor of City Hall, the City Clerk's staff provides service to the public, City Council, and departments. This includes preparation, publication, and distribution of the City Council meeting agendas as well as preparation and recordation of City Council meeting minutes. Staff also executes resolutions and ordinances, facilitates the recordation of agreements, deeds, and other official documents, and codifies ordinances into the Municipal and/or Zoning Code.

- Processes official documents for each City Council meeting
- Prepares agenda packets for regular, adjourned, and special City Council meetings using *AgendaPlus*, an electronic agenda management system that automates the agenda process and partners with Granicus for minute production
- Attends all City Council meetings, records and prepares meeting minutes through *Granicus Media Manager*,™ a proprietary web-based software tool designed to efficiently organize and manage the City's audio/video streaming content and allows public access, keyword search capability, archive ability and capability to index and integrate rich-media such as documents and slides into web casts
- Provides general support to the City Council, departments, and the public for bid openings and liability claims



Joan L. Flynn, City Clerk



Huntington Beach – Fourth of July 1908  
Historical Photos Available Online

### Records Management

The City Clerk is the official custodian of City records, and all documents certifying City Council actions are preserved and maintained in protective custody. These records go back to the date of the City's incorporation on February 17, 1909. All original minutes of City Council meetings, City resolutions (policy), and City ordinances (law) adopted by the City of Huntington Beach are maintained by the City Clerk in a temperature, humidity, and light-controlled vault. Also in the City Clerk's custody are deeds, agreements, annexation records, infrastructure documentation, and many other vital records, including a vast collection of historical photographs, many of which are now available in digital format on-line.

The City Clerk's Office responds to records requests from the public and staff in accordance with California law, and continues to improve efficiency and customer service through utilization of SIRE Technologies' electronic document management system (EDMS), designed to store electronic records within indexed cabinets. SIRE's implementation has increased the ease of access to, and distribution of, information to staff and members of the public.

## Elections

Voter Registration forms are available in the City Clerk's Office. General Municipal Elections are conducted in November of even-numbered years, and are consolidated with the Orange County Registrar of Voters. The City Clerk's Office oversees all municipal elections, consults with candidates for elective office, and informs the public of election matters. The City Clerk serves as the official Election Filing Officer as designated by the State of California and maintains Statement of Economic Interests (SEI) forms required of City elected officials and designated City employees and board and commission members. The City Clerk also receives and files Fair Political Practices Commission (FPPC) campaign disclosure documents.



Renee Van Arsdale, Pat Sullivan, Patty Esparza, Rebecca Ross, Joan Flynn, and Robin Estanislau

- Subscribes to NetFile, a web-based, unlimited user, data entry and report generation system for the financial and campaign management of campaign committees that is publicly accessible from the City's website
- Responds to requests for FPPC Campaign Disclosure and SEI forms
- Staff is trained in election policy and prepares digital campaign instruction booklets for candidates during election years and posts them to the web community
- Provides outreach to encourage voter registration at public events
- When the service is available through the County, the City Clerk offers an early voting opportunity to the community during municipal elections

## Passport Acceptance Facility

The U.S. Department of State, Bureau of Consular Affairs, has authorized the Huntington Beach City Clerk's Office to serve as an authorized Passport Acceptance Facility for the past eleven years. Here members of the public can obtain passport services in a courteous and family-friendly environment. Our agents have the ability to produce approved passport photos, and our facility is a convenient location to obtain and submit passport applications.

- Processes passport applications by exceptional in-person and telephone customer service and offers passport photograph services
- Advertises and markets passport acceptance services
- Community outreach provided to encourage the public to utilize our Passport facility in order to capture fees for City services



The City's performance measure program is in its eighth year. Results for the past two fiscal years in addition to goals and objectives for FY 2013/14 are presented below.

	FY 2011/12 ACTUAL	FY 2012/13 ACTUAL	FY 2013/14 BUDGET	Strategic Plan Goal
<b>Goal:</b>				
1. Draft, present for approval, and publish 50% of City Council meeting minutes by the next regular Council meeting.				Improve Long-Term Financial Sustainability
<b>Measure:</b>				
% of City Council meeting minutes drafted, presented for approval, and published by next regular Council meeting	90%	45%	50%	
<b>Goal:</b>				
2. Attend/provide representation at a minimum of two community and service organization events in the City of Huntington Beach to engage in voter outreach and registration activities and distribute passport application instructions and information.				Improve Long-Term Financial Sustainability
<b>Measure:</b>				
# of community and service organization events attended	2	2	2	
<b>Goal:</b>				
3. Codify 100% of municipal, zoning and subdivision ordinances adopted by the City Council/Redevelopment Agency within 14 business days of the date they become effective.				Improve Long-Term Financial Sustainability
<b>Measure:</b>				
% of ordinances codified within 14 business days of effective date	100%	100%	100%	

**FY 2012/13 Accomplishments****Administration and Records Management:**

- Processed SB90 Reimbursement Claims submitted to the State with an anticipated return of \$929,669
- Scanned, indexed, labeled and filed to City Clerk Vault and electronic data management system (EDMS) approximately 24,400 pages of City Council records
- Received certification from the FPPC to accept e-filed Statement of Economic Interests (SEI) – Form 700 forms filed through NetFile; administered 139 SEI forms filed through NetFile's hosted application online, and 20 hard-copy forms
- Received approximately 157,900 page views by 9,662 Public Records Search users
- Tested and deployed SIRE Technologies 6.0 Upgrade to FileCenter and Capture electronic data management system (EDMS) applications
- Electronically recorded over 100 City documents with the County of Orange Recorder's Office
- Created webpage chronologically documenting City Mayors by name, photograph, and term in office (1909 to present)

**City Council Agenda, Minute Preparation, and Municipal and Zoning Code Codification:**

- Codified and published 100% of 32 Municipal and Zoning Code updates on effective date (approximately 418 pages)
- Administered production of 24 regular and four special meeting agenda packets (approximately 10,800 pages) in the SIRE AgendaPlus Workflow application; electronically distributed information to Council and staff (via iAnnotate software and iPad computers) and the public (via City webpage)
- Provided internal training for Request for Council Action (RCA) writing and report production using SIRE's AgendaPlus Workflow application
- Tested and deployed SIRE 6.0 Upgrade to AgendaPlus Workflow application
- Implemented new and more user-friendly electronic Request for Council Action (RCA) form
- Implemented electronic signature practices in SIRE's AgendaPlus Workflow application
- Implemented SIRE Agenda Wrap Up software

**Elections:**

- Received, filed, redacted and posted campaign disclosure documentation (987 pages) for 44 active (candidate, all purpose, general, and political action) committees
- Successfully managed the nomination/ballot process for 14 candidates for City Council, City Clerk, and City Treasurer and two measures for the November 6, 2012, General Municipal Election

**Passport Acceptance:**

- Recertified seven agents in response to new process requirements implemented by the U.S. Department of State

**FY 2012/13 Accomplishments Continued**

- Processed approximately 3,900 applications and 2,900 passport photos resulting in General Fund revenue of approximately \$126,500
- Expanded advertising by including a full page ad in the Chamber of Commerce 2013/2014 Community Business Guide distributed to over 7,000 business retailers and subscribed to webpage hosted by HB Local for increased visibility online

**Outreach:**

- Attended events to promote voter registration and the City's Passport Facility
- Spoke at various Chamber of Commerce, nonprofit, school and business events
- Toured 6 sets of students (elementary through High School) through the City Clerk's Office as a means of making the democratic process real to them
- Toured Sister City Anjo, Japan delegation through the City Clerk's Office and hosted Anjo Vice Mayor for three days

**FY 2013/14 Goals**

- Continue imaging of historical records for online accessibility to the public
- Continue public outreach efforts to promote open government and transparency
- Continue expansion of advertising to increase passport revenue
- Implement SIRE Retention Manager software
- Quality-control approximately 5,000 deed records and 3,000 professional service agreements; apply electronic retention
- Recruit, hire, and train new full-time employee to fill expected retirement vacancy
- Recruit, hire, and train new part-time passport agent to replace retired part-time employee
- Complete Request for Qualifications (RFQ) process for newspaper advertising and enter into a new contract
- Work with citywide departments to have all contracts housed in the vault in the City Clerk's Office
- Purchase and install a new electronic voting system for the Council Chambers which works in concert with the existing Granicus streaming and minutes maker software
- Attain updated training for staff on election and new legislation which affects the duties of the City Clerk's Office

**City Clerk**  
**Adopted Budget - FY 2013/14**  
**Department Budget Summary**  
**All Funds by Object Account**

**DEPARTMENT**

Expenditure Object Account	FY 2009/10 Actual	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Adopted	FY 2012/13 Revised	FY 2013/14 Adopted	Percent Change From Prior Year
<b>All Funds</b>							
<b>PERSONAL SERVICES</b>							
Salaries, Permanent	516,283	371,466	379,084	401,787	401,787	387,546	-3.54%
Salaries, Temporary	70,959	68,697	65,230	64,012	64,012	79,012	23.43%
Salaries, Overtime		313	1,450	3,000	3,000	3,000	0.00%
Leave Pay Outs	10,027	14,342	9,788				
Benefits	177,263	123,473	145,431	136,840	140,313	166,744	21.85%
<b>PERSONAL SERVICES</b>	<b>774,532</b>	<b>578,291</b>	<b>600,983</b>	<b>605,639</b>	<b>609,112</b>	<b>636,302</b>	<b>5.06%</b>
<b>OPERATING EXPENSES</b>							
Utilities	(341)						
Equipment and Supplies	70,853	36,845	20,582	43,325	43,395	43,325	0.00%
Repairs and Maintenance			3,700	5,000	5,000	8,121	62.42%
Conferences and Training	3,391	2,810	677			5,000	100.00%
Professional Services	4,816	129,540	20,000	203,121	222,881		-100.00%
Other Contract Services	7,734	44,717	37,054	39,000	57,320	39,000	0.00%
Expense Allowances	6,023	6,023	6,000	6,000	6,000	6,000	0.00%
Other Expenses	718	47	125	500	500	500	0.00%
<b>OPERATING EXPENSES</b>	<b>93,194</b>	<b>219,982</b>	<b>88,138</b>	<b>296,946</b>	<b>335,096</b>	<b>101,946</b>	<b>-65.67%</b>
<b>Grand Total(s)</b>	<b>867,726</b>	<b>798,273</b>	<b>689,121</b>	<b>902,585</b>	<b>944,208</b>	<b>738,248</b>	<b>-18.21%</b>
General Fund	867,726	798,273	689,121	902,585	944,208	738,248	-18.21%
<b>Grand Total(s)</b>	<b>867,726</b>	<b>798,273</b>	<b>689,121</b>	<b>902,585</b>	<b>944,208</b>	<b>738,248</b>	<b>-18.21%</b>
<b>Personnel Summary</b>	<b>8.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>

**City Clerk**  
**Adopted Budget - FY 2013/14**  
**Department Budget Summary**  
**General Fund by Object Account**

**DEPARTMENT**

Expenditure Object Account	FY 2009/10 Actual	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Adopted	FY 2012/13 Revised	FY 2013/14 Adopted	Percent Change From Prior Year
<b>General Fund</b>							
<b>PERSONAL SERVICES</b>							
Salaries, Permanent	516,283	371,466	379,084	401,787	401,787	387,546	-3.54%
Salaries, Temporary	70,959	68,697	65,230	64,012	64,012	79,012	23.43%
Salaries, Overtime		313	1,450	3,000	3,000	3,000	0.00%
Leave Payouts	10,027	14,342	9,788				
Benefits	177,263	123,473	145,431	136,840	140,313	166,744	21.85%
<b>PERSONAL SERVICES</b>	<b>774,532</b>	<b>578,291</b>	<b>600,983</b>	<b>605,639</b>	<b>609,112</b>	<b>636,302</b>	<b>5.06%</b>
<b>OPERATING EXPENSES</b>							
Utilities	(341)						
Equipment and Supplies	70,853	36,845	20,582	43,325	43,395	43,325	0.00%
Repairs and Maintenance			3,700	5,000	5,000	8,121	62.42%
Conferences and Training	3,391	2,810	677			5,000	100.00%
Professional Services	4,816	129,540	20,000	203,121	222,881		-100.00%
Other Contract Services	7,734	44,717	37,054	39,000	57,320	39,000	0.00%
Expense Allowances	6,023	6,023	6,000	6,000	6,000	6,000	0.00%
Other Expenses	718	47	125	500	500	500	0.00%
<b>OPERATING EXPENSES</b>	<b>93,194</b>	<b>219,982</b>	<b>88,138</b>	<b>296,946</b>	<b>335,096</b>	<b>101,946</b>	<b>-65.67%</b>
<b>Total</b>	<b>867,726</b>	<b>798,273</b>	<b>689,121</b>	<b>902,585</b>	<b>944,208</b>	<b>738,248</b>	<b>-18.21%</b>
<b>Personnel Summary</b>	<b>8.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>



**City Clerk**  
**Adopted Budget - FY 2013/14**  
**Department Budget Summary**  
**General Fund Division by Object Account**

**DIVISION**

Expenditure Object Account	FY 2009/10 Actual	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Adopted	FY 2012/13 Revised	FY 2013/14 Adopted	Percent Change From Prior Year
<b>Administration, Public Support, Records Management, &amp; Elections</b>							
<b>PERSONAL SERVICES</b>							
Salaries, Permanent	516,283	371,466	379,084	401,787	401,787	387,546	-3.54%
Salaries, Temporary	70,959	68,697	65,230	64,012	64,012	79,012	23.43%
Salaries, Overtime		313	1,450	3,000	3,000	3,000	0.00%
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<b>OPERATING EXPENSES</b>							
Utilities	(341)						
Equipment and Supplies	70,853	36,845	20,582	43,325	43,395	43,325	0.00%
Repairs and Maintenance			3,700	5,000	5,000	8,121	62.42%
Conferences and Training	3,391	2,810	677			5,000	
Professional Services	4,816	129,540	20,000	203,121	222,881		-100.00%
Other Contract Services	7,734	44,717	37,054	39,000	57,320	39,000	0.00%
Expense Allowances	6,023	6,023	6,000	6,000	6,000	6,000	0.00%
Other Expenses	718	47	125	500	500	500	0.00%
<b>OPERATING EXPENSES</b>	<b>93,194</b>	<b>219,982</b>	<b>88,138</b>	<b>296,946</b>	<b>335,096</b>	<b>101,946</b>	<b>-65.67%</b>
<b>Total</b>	<b>867,726</b>	<b>798,273</b>	<b>689,121</b>	<b>902,585</b>	<b>944,208</b>	<b>738,248</b>	<b>-18.21%</b>

**Significant Changes**

Overall operating budget increased by \$15,000, which was added to Temporary Salaries for additional part-time assistance with the uptick in passport applications the office is servicing. One-time budget of \$195,000 in FY 2012/13, for election-related activities, has been removed. Due to operational priorities for FY 2013/14, \$8,121 from Professional Services has been reallocated to Repairs and Maintenance (\$3,121) for aging passport photo equipment and vault file repairs and Conferences and Training (\$5,000) for new legislation training and certifications.

Permanent Personnel	FY 2009/10 Actual	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Adopted	FY 2012/13 Revised	FY 2013/14 Adopted	Change from Prior Year
City Clerk	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Assistant City Clerk	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Senior Deputy City Clerk	4.00	2.00	2.00	2.00	2.00	2.00	0.00
Office Assistant I	2.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>8.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>

**City Clerk**  
**Adopted Budget - FY 2013/14**  
**Department Budget Summary**  
**All Funds by Business Unit**

**BUSINESS UNITS**

Division / Business Unit	FY 2009/10 Actual	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Adopted	FY 2012/13 Revised	FY 2013/14 Adopted	Percent Change From Prior Year
<b>CLK City Clerk</b>							
<b>ADM Administration</b>							
10010101 City Clerk Administration	867,726	798,273	689,121	707,585	749,208	738,248	4.33%
10010201 Elections				195,000	195,000		-100.00%
<b>ADM Administration</b>	<b>867,726</b>	<b>798,273</b>	<b>689,121</b>	<b>902,585</b>	<b>944,208</b>	<b>738,248</b>	<b>-18.21%</b>
General Fund	867,726	798,273	689,121	902,585	944,208	738,248	-18.21%
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